

- Monthly nighttime inspection
- Daily drive through of the main thoroughfares removing signs from the common areas, inspecting for vandalism and other duties as required by the Board.

#### **Architectural Review**

- Review and process architectural applications received on a day to day basis.
- Present each project submitted at the committee's monthly meeting. Some months require 2 meetings
- Some projects require on-site reviews
- Inform homeowners of committee's result
- Maintain the ACC minute book
- File and store each homeowner's project(s) for future inspections

#### **Grounds / Maintenance**

- Working with the landscaper on a day to day basis to ensure the common grounds are maintained at the highest quality possible.
- Weekly review of landscaping maintenance schedule
- Irrigation review as needed
- Monthly street light and monument lighting inspection
- Oversee all contractors hired by the Association

#### **Administrative**

- Maintain the minutes book and mail/post minutes of meetings as required
- Address homeowner walk-in's requests and/or concerns
- Annual Budget preparation and distribution to homeowners after Board approval